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IT System Administrator

Barry Nilsson ★ 4.3 • 18 reviews

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Information & Communication Technology • Networks & Systems Administration

Full time

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The Firm

Barry.Nilsson. is a national law firm with a 58 year history and over 350 staff. We have an award winning reputation for leadership in insurance & health and family law.

For the last 3 years, BN has been listed as an Employer of Choice in the Australasian Lawyer Employer of Choice awards. Our people describe our culture as friendly, professional and energetic and 93% of our employees would recommend that their friends consider working for us. We also offer plenty of flexibility with flexible hours and remote working opportunities available to everyone.

The Role

An exciting opportunity has arisen for an experienced IT Systems Administrator to join our IT team, based in Melbourne and providing support nationally. Our IT team are a tight-knit and

friendly group who work within our Sydney and Brisbane offices and have an excellent reputation for providing high quality service across the business.

This role will involve providing up to 3rd Level Systems Administrator support to all staff nationally, both in person and over the phone. Duties will include:

- troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritising problems, and assessing impact of issues
- provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure
- Windows System Administration to include user account administration, installation and configuration of workstations and peripherals, client-server support, software and hardware upgrades, troubleshooting, and shell script programming
- manage network servers and technology tools
- monitor performance and maintain systems according to requirements
- ensure security through access controls, backups and firewalls
- upgrade systems with new releases and models
- develop expertise to train staff on new technologies

The Successful Candidate

This role will suit a candidate with the following:

- working with the national IT team for day to day support
- managing and troubleshooting issue related to; Microsoft 365 (Azure, Health Monitor, Exchange On Prem and Online, Teams, InTune, MDM, MFA), Citrix, VMWare, SIEM, Meraki
- experience using advanced troubleshooting tools such as; Wireshark, Procmon, Fiddler
- ADFS / SSO - internal /external certificate maintenance
- user account management via LDAP, permissions, network access, group policy administration, DNS, DHCP, event viewer and log analysis etc
- relevant industry certifications; Azure Administrator Associate Certification, Office 365 Administrator Certification etc
- experience working with and escalating issues to 3rd party vendors
- software and hardware maintenance experience
- compile technical documentation and WiKi
- a strong service mentality and the ability to communicate effectively
- availability to work out of hours for updates, project roll outs

Desirable but not essential:

- experience with applications such as: iManage Work Web, Aderant, WordPress, BigHand

The Benefits

Barry.Nilsson. offers a broad range of benefits including:

- a firm laptop/tablet for all employees to support flexible working including working from home;
- 9.5 day fortnight – finish at lunchtime every second Friday whilst still receiving full pay;
- annual performance bonus (subject to eligibility criteria);
- our health and wellbeing program 'BN Well' which includes free access to EAP services; and
- up to 18 weeks of paid parental leave.

How to Apply

If you would like to apply for this opportunity with the firm, click the 'Apply now' button and submit your application via our online careers site. Please address your application to the People & Culture Manager, Simone Matthys.

Barry.Nilsson. is committed to being an inclusive law firm that employs and retains the best and most diverse talent. We value diversity of thought, experience and perspective and aim to create a workplace where our people feel valued, respected and empowered. We welcome applications from Indigenous Australians and from people of all backgrounds regardless of gender identity, age, sexual orientation, disability or ethnicity.

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